

View/Add Grant Contacts

Available to LEA Administrators

Adding school personnel to Egrant system

- Click the 'Add/View Contacts' icon on Left side menu
- Click 'Add Contact' Icon
 - To add a new contact
- OR-
- Click 'Go' Icon
 - To load contacts already added
 - Drop down arrow to see school contacts
 - Select one to see/change their information

1

Add Contact

Available to LEA Administrators

- Click 'Add a Contact' Icon
- ***Adding information***
- Starred items are required
- Enter names and email carefully as this is what system looks for when assigning the first password
- Position
 - Drop down only when Superintendent or Business Manager are made inactive or deleted
 - Can type a position in
- Save icon to save the information
- Inactive Icon
 - To make a contact inactive maybe reassignment of staff, or staff has moved away)
 - May not want to delete as it will delete anything that person has entered into the system

2

Permissions/Authorizations

Available to LEA Administrators

- To start the permissions/authorizations click the “Go” for the Consolidated Application grant.
- This system will be used for more than the Consolidated Application. That is the reason for having to select Consolidated Application.

3

Permissions/Authorizations

(cont.)

- Grant Representatives
 - Lists the Superintendent and Business Manager
- Grant Application Representatives
 - Authorized Representative
 - Automatically defaulted to the Superintendent
 - Superintendent or Business Manager can assign another staff to this position (only those people who have already been added in the contact information) – someone with legal authority to sign the application
 - Fiscal Representative
 - Automatically defaulted to the Business Manager.
 - Can be assigned to another staff (only those people who have already been added in the contact information) – someone with authority to make the fiscal decisions and submit the fiscal portion of the application
 - Remember to hit the **SAVE CHANGES** button to save this information.

4

Permissions/Authorizations (cont.)

3. Select Contact And Role: (*) = Required

*Contact: Role:

3. All Sections Operations:

or Please Note: You need to define one or more required section contacts.

4. Or Select A Specific Section:

*Section:

- Required contacts
 - McKinney-Vento Homeless Liaison
 - Can be anyone
 - Title III
 - Someone other than the Superintendent
 - Title I Part A (School Improvement)
 - The person in charge of receiving school improvement information in your district
 - Title I Part A (Attendance Contact)
 - Someone other than the Authorized Representative
 - **Remember to hit the "save changes" button**
 - If this section is **not** filled out the little blue (annoying box) will pop-up
 - This section will also remain red until filled out

5

Permissions/Authorizations (cont.)

3. Select Contact And Role: (*) = Required

*Contact: Role:

3. All Sections Operations:

or Please Note: You need to define one or more required section contacts.

4. Or Select A Specific Section:

*Section:

- Grant Sections & Contacts
 - Use the down arrow to select the contact
 - Use the down arrow to select the role
 - Read (read only)
 - Edit (make changes)
 - Contact (make changes and submit the section)
 - Can add contact to all sections OR
 - Can select the sections for which to add the contacts
 - Can also use this feature to remove contact for all sections
 - More than one contact can be added to a section (district decision)
 - **Remember to hit the "save changes" button**

6